



Policy Memorandum

Policy Memorandum No. 2011-01

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Date: October 09, 2011

To: CCDA Committee Chairpersons

Subject: Selection of Public Committee Members Protocols

The following protocols shall be adhered to with regards to the selection and participation of public members in select activities of individual CCDA committees:

1. The number of public members selected shall not exceed four (4) for each committee or individual sub-committee, unless cause is shown to the chair of the CCDA for additional members.
2. Public participants shall be equally represented by members with disabilities and members from the business community.
3. Consideration of public members for committees shall be subject to submission of a letter of request for appointment, together with a statement of qualifications and experience reflective of the committee's specific area of responsibility to the executive director for review and approval by the chair of the CCDA pursuant to CCDA Bylaws 6.3.
4. Failure of a public member appointee to attend two concurrent meetings will be grounds for dismissal.

The goal of the CCDA is to select public members who shall participate in and contribute to the activities of the CCDA commission committees and subcommittees to insure the timely delivery of committee deliverables.

This policy provides for the following:

Selection Procedures

- Submission of letter of interest.
- Submission of resume and or statement of qualifications and experience.

Selection Criteria

- Members of the public with disabilities two (2) or equal in number to those from the business community.
- Members of the business community two (2) or equal in number to those from the public with disabilities.

Selection Determination

- | ➤ Approval of the a_{fore} identified committee/subcommittee members will be by the concurrence of the Chair of the Commission. CCDA Bylaws 6.3

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